Roles & Responsibilities

ROLES

Individual's Role

- Develop an EO awareness/involvement
- Perform self evaluation for discriminatory behavior(s)
- Comply with Air Force policy
- Model behavior which fosters positive human relations
- Know your chain of command & helping agencies

Victim's Role

- Recognize when standards aren't being met
- Clarify perceptions versus fact
- Document what occurred… who, what, when, where
- Consider confronting alleged offender
- Use chain of command, MEO, EEO, etc
- Report reprisals

Friend Coworker's Role

- Be a good listener and take action
- Encourage formal/informal resolution in a timely manner
- Report to proper authorities if necessary
- Follow up

Supervisor's Role

- Set positive example on/off duty
- Enforce EO policies
- Take action on every issue
- Address rumors
- Keep chain of command informed of issues affecting workplace
- Give feedback on issues worked

Commander's Role

- Reiterate AF EO Policy
- Open Door Policy
- Address every issue
- Take appropriate action (s) to end unlawful discrimination/sexual harassment and ensure there are no reprisals
- Brief complainant/alleged offender on results
- Correct management deficiencies
- Report results of EO issues worked to MEO